

Instructions for Quarterly Review

I. Training Objectives

List all training objectives.

Note the projected completion date.

Indicate status of the objective i.e. showing progress, no progress, met

Indicate action taken, i.e. continued, discontinued, revised, etc.

II. Health

Note any injuries or illnesses that have occurred during the review period.

Record doctor appointments, reason and result.

Note medication changes (other than psychotropic).

III. Behavior

If person has BSP indicate date written or revised.

If BSP is restrictive indicate date of HRC review and approval.

Provide a brief summary of target behaviors during the review period.

Indicate current status of behaviors, i.e. increase or decrease and make any comments.

List psychotropic medications, changes and date of HRC review (if necessary).

IV. Community Connections

Describe the person's community interactions during the review period.

Example: Joe has been very active in the community. He continues his involvement with the Civitans and volunteered to work on a community project to improve main street. He visits in the home of his sister monthly and when there, goes to church functions, ballgames, etc.

V. Significant Changes

Note any recent major changes that have affected the person such as illness, job change, move, death in family, friend moved away, favorite staff retired, change in roommate, etc.

VI. Person's Satisfaction With Services

Does the person (and/or family) express satisfaction with services provided?

Information regarding the person's satisfaction should be solicited on an ongoing basis. People should be made aware of how and who to complain to. Complaints should be responded to promptly.